


Category	Research and Scholarly Activities	Policy Number	ACA-RES-202	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	3.0	
Responsible Office	Provost	Policy Owner	OR	
Date Approved	22 August 2024	Effective Date	13 September 2024	
Date Last Reviewed	28 May 2024	Due Date for Next Review	22 August 2027	

POLICY

Approval of External Requests to Use Zayed University Faculty, Staff or Students as Research Subjects

1. Purpose

This policy outlines the rules for reviewing requests from the external community to use Zayed University employees and/or students as research subjects.

2. Scope of Application

This policy applies to all requests from the external community to use Zayed University employees and/or students as research subjects.

3. Definitions

AP-Research	Assistant Provost for Research
External Community	Any person or entity that is not a University student or employee.
ISC	Institutional Survey Committee
OR	Office of Research
Provost	Provost and Chief Academic Officer
REC	Research Ethics Committee
University	Zayed University

4. Policy

4.1 Research requests from the external community to use Zayed University (“**University**”) faculty, staff, or students as research subjects must be submitted to the University Institutional Survey Committee (“**ISC**”) for review prior to initiation of the research.

4.2 Once approved by the ISC, the request must be forwarded to the Research Ethics Committee (“**REC**”) for evaluation. The approval process must be iterative where modification to the application is required to ensure compliance and approval to initiate the project.

- 4.2.1 The REC Chair must submit the committee’s recommendation to the Assistant Provost for Research (“**AP-Research**”) for review.
 - 4.2.2 The AP-Research may request comments or recommendations from other University units before reaching a decision.
 - 4.2.3 The responsibility for the final decision on the request rests with the AP-Research.
 - 4.2.4 The REC will forward approved requests back to the ISC for implementation.
- 4.3 Research procedures must ensure that confidential information is protected, in accordance with the University’s policies regarding Personnel Records and Release Personal Information and Student Photographs/Videos.

5. Related Policies and Laws

- ACA-RES-201 Research Involving Human and Animal Subjects
- SUP-HR-07 Personnel Records
- UNI-PUB-402 Release of Personal Information and Student Photographs/Videos

6. Administration

This policy is administered by the OR.

7. Revision History

Date	Revision	Ver.
13 September 2024	Chair of the Board’s Decision issued (#22 of 2024).	
22 August 2024	Approved by ARSAC (BOT).	3.0
28 May 2024	Endorsed by the Academic Council by circulation.	
1 May 2024	Revisions endorsed by the Provost’s Council: <ul style="list-style-type: none"> • Added Definitions. • Added Article 4.2. Included relevant information from the Procedures. • With the approval of this policy, the associated procedures will become redundant and will therefore be retired. 	
1 February 2023	Administrative change: <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from ACA-RES-04 to ACA-RES-202. 	
24 September 2020	Approved by the Provost. Reviewed with no substantive changes required.	2.1
18 March 2007	Policy reviewed.	2.0
18 June 2003	Policy approved.	1.0